

JOB AND PERSON SPECIFICATION

Job Title: Partnerships Support Officer
Division: Strategy, Portfolio and Partnerships (SPP) Division
Grade: J

Reports To: Head, Partnerships and Innovation

General information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 52 member governments in advancing democracy, development and respect for diversity.

The Strategy, Portfolio and Partnerships (SPP) Division is part of the Secretary-General's Office, reporting to the Assistant Secretary-General. It has a four-fold role. Firstly, it supports the Secretary-General in devising strategies, policies and innovative institutional mechanisms and practices to implement the Secretariat's programme of work as mandated by member governments. Secondly, it puts together the Strategic and Delivery Plans and ensures programme quality and coherence through monitoring, evaluation, learning and organisational reporting. Thirdly, it leads on developing international and Commonwealth partnerships and assists in mobilising resources. Fourthly, it manages the Secretariat's relationship with member states and functions as the Secretariat to the Governing Bodies of the Commonwealth (Board of Governors, Executive Committee, Accreditation Committee and other ad-hoc Working Groups).

The Division's structure reflects these responsibilities, being broken down into Strategy, Innovation and Learning; Portfolio Management; Partnerships and Resource Mobilisation; and Governance. The SPP Division interacts internally with all Secretariat teams and externally with representatives of member governments to pursue its responsibilities.

Job summary

The post-holder is principally responsible for supporting communication, coordination and collaboration of Commonwealth accredited organisations and other external partners with Commonwealth international organisations, especially the Commonwealth Secretariat.

The post-holder reports to the Head of Partnerships and Innovation, and supports the efforts of the Secretariat to embrace accredited Commonwealth organisations, international organisations and other external partners in meaningful and productive engagement and collaboration.

The post-holder assists to build the capacity and voice of Commonwealth organisations so they can interact effectively with Commonwealth intergovernmental consultations and processes.

Task description

The post-holder will support the following areas of work:

A. Accredited Commonwealth Organisations and Other External Partners

- a. Liaises with Commonwealth accredited organisations and other external partners to facilitate collaboration with Commonwealth international organisations, especially the Commonwealth Secretariat;
- b. Promotes the role and recognition of Commonwealth accredited organisations, including identifying opportunities to integrate partners more fully into the work of the Commonwealth;
- c. Acts as the Secretariat's focal point for communication and coordination with accredited organisations;
- d. Establishes and manages a capacity-building programme to aid Commonwealth accredited organisations to maintain the high standards of accreditation, including in the area of good governance;
- e. Supports the accreditation and reaccreditation process, including receipt and analysis of accredited organisations' annual activity reports;
- f. Organises regular consultations between accredited organisations and the Commonwealth Secretariat, and supports other aspects of the agreed framework for Commonwealth Secretariat collaboration with other Commonwealth partners;
- g. Supports the engagement of civil society organisations in the Commonwealth's political spaces, including the Commonwealth Heads of Government Meetings and Ministerial Meetings;
- h. Supports the Commonwealth's engagement with wider civil society, including relationship-building with international NGOs and other external partners;
- i. Contributes to internal policy on the ways that the Commonwealth Secretariat interacts with accredited Commonwealth organisations and other external partners.
- j. Maintain an electronic repository of Commonwealth partnerships records.

B. Other

- a. Undertake research and information gathering on matters of Commonwealth interest, as required;
- b. Provide support across the Portfolio, Strategy and Partnerships Division during peak periods, including the six-monthly and annual results reporting periods;
- c. Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat’s Gender Equality Policy;
- d. Perform other duties as required.

Person specification

Education: A university degree or relevant qualification relating to international relations and/or development.

Experience: At least five years’ working experience with the non-governmental sector and the public service.

Desirable: Direct experience of working with Commonwealth civil society organisations and accredited Commonwealth organisations

Competencies:

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated</p>
Working with Others
<p>Manages conflict and works towards mutual solutions</p> <p>Identifies organisations with which to partner for specific solutions</p> <p>Encourages others and provides them with the autonomy to pursue relationships</p> <p>Uses personal influence to establish compromise and agreement when faced with conflict</p> <p>Demonstrates balance between directness and diplomacy in negotiations</p> <p>Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims</p> <p>Encourages and supports others in demonstrating cultural awareness when working with others</p>

Managing Resources

Manages programme and cross team activities against specific objectives/results

Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia

Identifies the best method and resources when high level course of action has been identified

Analyses available resources and what activity they will enable

Takes responsibility for multi team/programme activities

Manages diverse motivations of a range of groups in large scale programmes

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia

Identifies and develops leadership skills in others

Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia